

General authorization of official travel within Germany
Admin. Div. III/2 - Travel expenses

Title / forename / surname	Official title
Faculty/department/institute/seminar Office	Email
	Telephone number

Validity (please select and option)	for the year <input type="checkbox"/> 2023 <input type="checkbox"/> 2024 <input type="checkbox"/> 2025 <input type="checkbox"/> 2026 <input type="checkbox"/> 20__
	<input type="checkbox"/> immediately <input type="checkbox"/> from _____
	<input type="checkbox"/> for the time in office / performing the function
	<input type="checkbox"/> from ____ until ____ (e.g. duration of project or semester)

For the following destinations / areas (e.g. city, state, country):

Validity for the following official business:

Validity for the following modes of transport:

Bus / train with BahnCard 25 50 100

with major customer ticket (Großkudenticket)
A BahnCard or Großkudenticket is to be used.

University's vehicle **Private vehicle** **Hire car**
If a private vehicle is to be used, it is confirmed that a university vehicle cannot be provided.

Aircraft - reason:

Notes:

- This general authorization for official travel is valid during the period named above unless canceled by order of the President or Chancellor. It expires should the person's function change or be canceled.
- Travel to carry out necessary official business as listed above are, in accordance with the details given above, hereby approved.

- The Free State of Bavaria's travel cost law (Reisekostengesetz des Freistaats Bayern; BayRKG) holds for travel and reimbursement of costs, and, where third party funds are used, also the third party's guidelines on the usage of funds.
- Claims for travel expenses must be received by the travel expenses office (Reisekostenstelle) within six months. The time limit begins on the day the business trip ends.

A copy of this approval document is to be submitted to the travel expenses office alongside the form for claiming travel expenses or application for advanced payment.

Signature of person approved for travel _____	Signature of supervisor _____	Signature of Dean _____	Travel on official business approved by Admin. Div. III/2 _____
Date / signature	Date / signature	Date / signature	Date / signature <i>On behalf of the President / the Chancellor</i>